# How to Access the Instructor Portal for MCLL Hosts & Moderators

The Instructor Portal provides an easy way to communicate with your study group participants. You need an active McGill email address and password and be one of the course instructors.
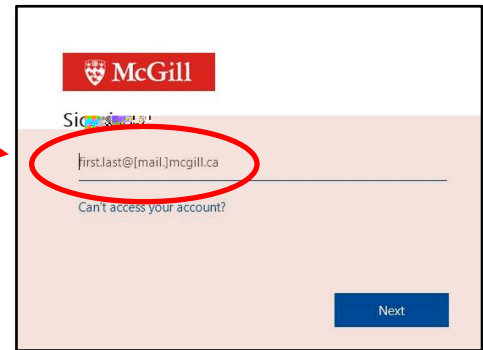
If you don	ave an active McGill email - [How to activate your McGill email](#)

You may need to use 2 factor authentication - [How to set up 2FA](#)

NOTE TO HOSTS: If you access the Instructor Portal and are not currently logged into Zoom, you ll be logged into your student Zoom account. To access an MCLL account, log out first.
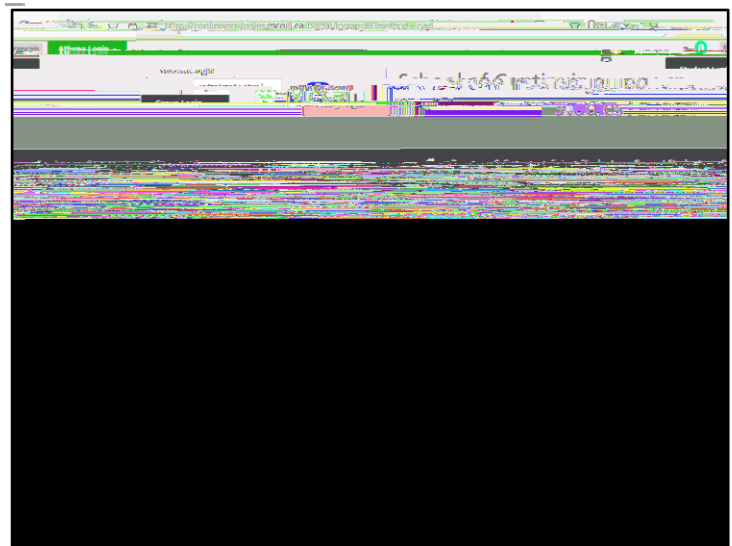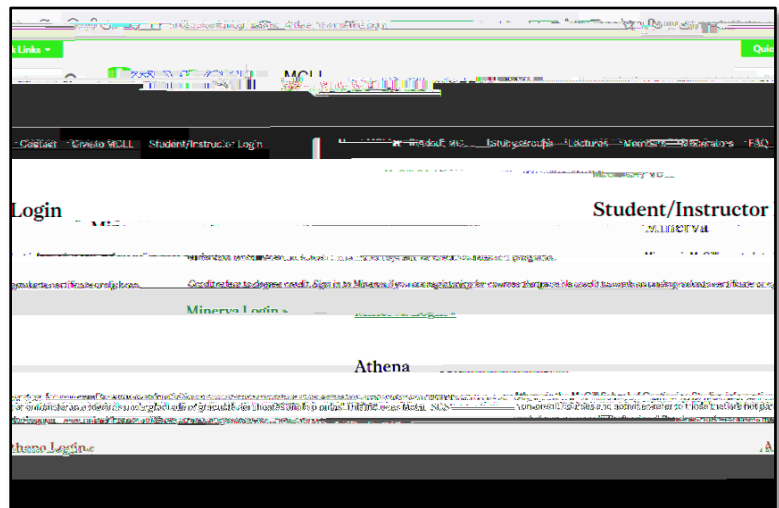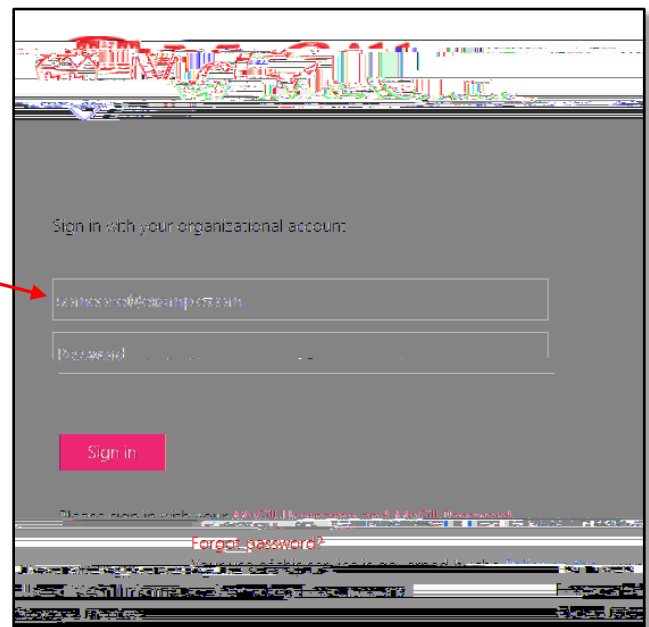
4. Sign in with your McGill email.
   Click Next

McGill

Sign in

first.last@[mail.]mcgill.ca

Can't access your account?

Next
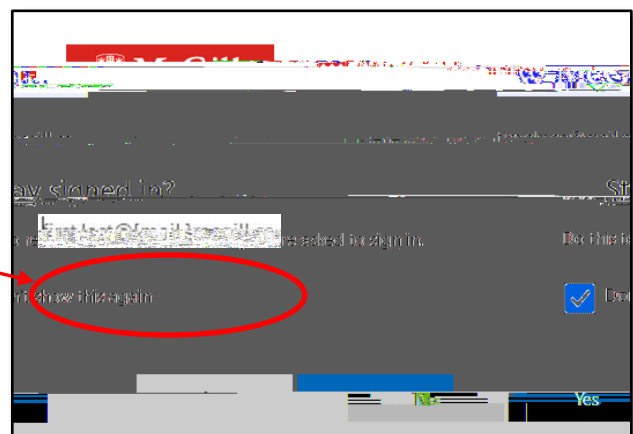
5. Enter your McGill email address
   and password. Click sign in.

Sign in with your organizational account

Password

Sign in

Forgot password?

6. If you see this, click

The Instructor Portal always signs
you out after a period of inactivity.

7. At the Instructor Portal, click on Courses
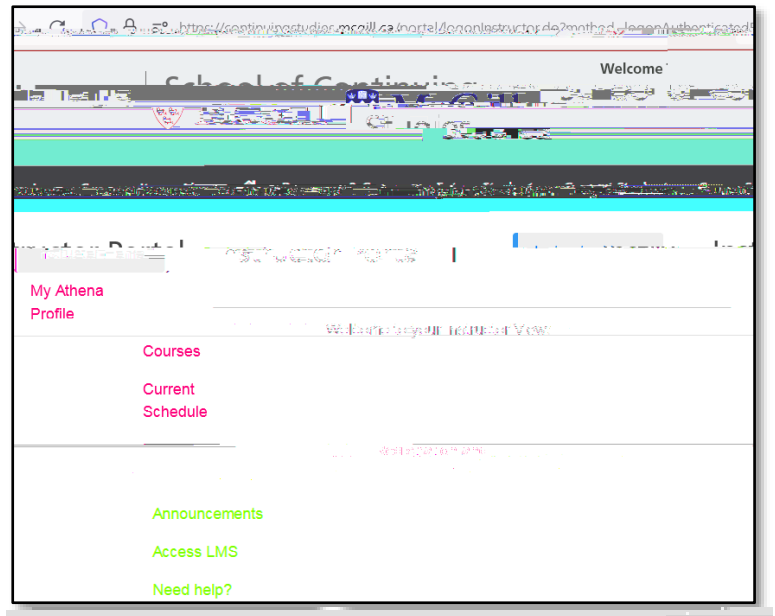
8. Click on the Course - Section No. you want to access
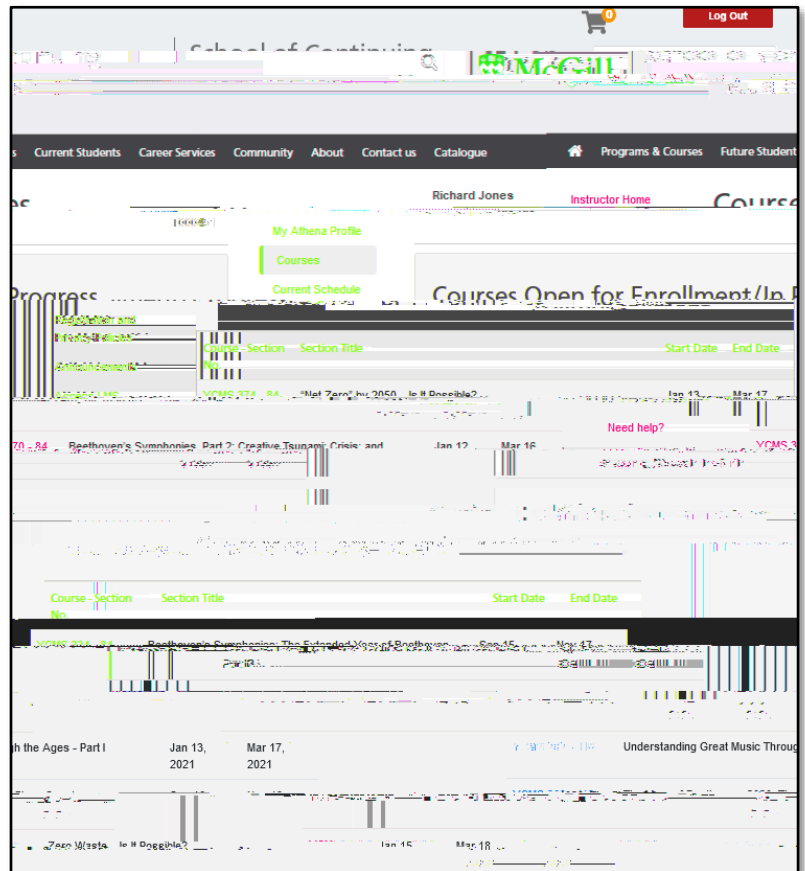
9. Click on Class List to see who is currently registered. There may be a delay, be patient.

Click on Name or Date Added